

## MINUTES

### JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, February 14, 2017  
ADM 006A

**Members:** Pauline Brandes, Tena McKenzie, Cheryl Ash, George Athans, Linda Kompauer, Kristin Cacchioni, Karen Whitehouse, Connie Neid, Ann Forrest

**Regrets:** Martin Gibb, Craig MacFarlane

**Recorder:** Jacky Ivans

**Chair:** George Athans

1. **Call to Order:** 10:04am

2. **Approval of Agenda**

a) Approved by all.

3. **Review and Approval of the Minutes from December 2016**

a) Approved by all.

4. **Progress on Action Items/Previous Business**

a) **MOA for DVC Invigilators (Union)**

i. Prefer not to open the Collective Agreement at this time. Agreed to deal with at next bargaining.

b) **Family Practice Job Posting (University)**

i. University waiting to hear back from CUPE representative.

5. **New Business**

a) **JJEC- Recent Classifications in Library (Union)**

i. Union requested a review of all Library Tech and Assistant positions as Library Manager requested to lower a classification of SSA I from the May 12, 2016 JJEC meeting.

ii. Union concerned regarding lack of understanding by the manager regarding the time members put into reviewing and classifying positions as a year ago significant time was spent dealing with the same issue.

iii. Manager made an error in the qualifications. .

iv. University suggested options:

1. Pull the classification and resubmit to the committee to look at it fresh and redo.
  2. Allow the change to the correct classification and raise with the committee so it isn't so time consuming again.
- v. Union concerned on what was written and what actually is being done. Suggested the need to look at all three classifications in the library. The job description came in with 2 year minimum with degree preferred. The issue is 'degree preferred' but want only 1 year minimum post secondary education and not being paid for the degree.
  - vi. The new position is to back up three other positions and was drawing in from these job descriptions but clearly put in wrong level. The intention was for it to be the same as the two secretarial positions. (University)
  - vii. Union suggested that the job description be re-written.
  - viii. University suggested if an error in the job description, ensure conversation with the JJEC regarding the changes. Clarified there would be no new information. It was just a mistake that wasn't caught until later.
  - ix. Union inquired if 'degree preferred' coming off the job description.
  - x. University confirmed that it's not coming off of all job descriptions, but would recommend that it be removed from this one. Nothing else will change, just the education piece.
  - xi. Union suggested the full job description should be reviewed so judgement can be assessed.
  - xii. University pointed out the impact of full review would be time consuming and may cause a delay in being posted.
  - xiii. Union comfortable with it being re-written and submitted back to the committee but concerned that the manager may go through the same process and errors may be made.
  - xiv. University pointed out that both manager and employee to sign off so must be a mutual understanding. HR to work with the manager.
  - xv. Union queried further if the level of education required for positions were given marks during the interviewing? Also if a position states '2 years and degree preferred', are marks given for preference?
  - xvi. University explained that if points are allocated for education during the interview, they are given based on minimum education.. There are times when education is only used in short-listing. It also depends on if internal applicants or not. Education is not the sole deciding factor. It's a combination of education and experience.
  - xvii. Union further queried if when position states 'degree preferred' but it has no application to the decision, why include the wording 'preferred'? If not applying in the interview process, what is the purpose of it?
  - xviii. University clarified that the language can be different and 'preferred' used sometimes. It gives a rounded picture of what they'd like to see and applicants they'd like to see.

**b) JJEC recent review of Technician position in FCCS (Union)**

- i. Union having concerns since Friday, February 10<sup>th</sup> JJEC review meeting that manager states all three jobs say degree preferred. The manager now indicates that all three positions should require a degree.

- ii. University has since communicated with the department head that there is not agreement with changes to the job description and recommend that in 12 months all three positions be looked at to see if require degree.
- iii. Union has an issue with the requirement of a degree but not paying them for it and if 'preferred' used, it sends a message if they have only minimum qualifications then they won't be looked at. Questioning the basis of the evaluation.
- iv. University clarified that it's not the intention to pay someone lower than what is due with a degree. Hiring isn't based on preferences, only on core qualifications. Recommended to file an official appeal for clarification items.
- v. It was further clarified by University that sometimes experience of graduating from university makes sense in this environment and should be recognized in the process. Education awards more points but is not sole deciding factor as they look at the whole. Agreed that the Union has valid points and HR needs to have conversations with managers before submitting job descriptions.

Action Item	Responsible Person	Date to be Completed	Status
Family Practice Job Posting- University waiting to hear back from CUPE			
JJEC Recent Classifications in Library- 1) Union to submit back to the committee to be written 2) HR to work with manager	1) Union 2) University		
JJEC recent review of Technician position in FCCS 1) Union to file official appeal 2) HR to discuss with managers before job descriptions submitted	1) Union 2) University		

**Meeting concluded: 11:07am**

**Next meeting:** Tuesday, March 14, 2017  
**Location:** PPS Boardroom ADM 006A  
**Time:** 10:00 am